

Water Resources Department

Letter of Commitment Process

Updated: December 13, 2016

The Letter of Commitment process is followed whenever a more technical investigation is necessary to determine if City of Asheville water service is available. The Letter of Commitment process does not differentiate between City & County customers. There is a separate application for a Letter of Commitment, copy attached, and a \$300.00 processing charge. A Letter of Commitment is required prior to the review of water system extension plans. A Letter of Commitment is valid for one (1) year from the date of issue, subject to the conditions of the Letter of Commitment.

Situations where the Letter of Commitment process is applied are:

1. Whenever more than four (4) meters are desired at a single location. An example of this might be a shopping center of more than four (4) buildings.
2. New subdivisions with more than four (4) lots or whenever an extension of the water system is required to serve the subdivision.
3. Whenever a single meter larger than 1-inch is required.
4. Whenever the required water service involves a fireline connection and a domestic water service of any size.

The Letter of Commitment process is handled by the Water Resources Department and can take between five (5) and ten (10) working days to complete.

MEMORANDUM TO: All Developers, Property Owners and Interested Parties

FROM: City of Asheville Water Resources Department

SUBJECT: Request for Water Availability

In an effort to adequately determine if water is available for your proposed development, or fire system, we are asking you to prepare a Water Availability Request form. In addition, a check in the amount of \$300.00 made payable to the City of Asheville, is required to perform the technical review of your request.

As you prepare this application please keep in mind the following information:

- All approvals require plan review by the City of Asheville Water Resources Department.
- All proposed water system extensions, upon approval, will receive a Letter of Commitment for water. Peak demand calculations are based on fixture unit analysis (commercial development).
- All proposed water system extensions or relocations upon approval, will require design by a Professional Engineer licensed in the State of North Carolina.
- All proposed commercial, multi-family residential, industrial, and medical, irrigation, and fire systems require Backflow Protection by an approved method.

Please return the sketch plan, Water Availability Request form, and \$300.00 to the Water Resources Department.

Thank you for your cooperation.

WATER AVAILABILITY REQUEST
(PLEASE TYPE OR PRINT)

TO: City of Asheville
Water Resources Department
Post Office Box 7148
Asheville, North Carolina 28802

DATE: _____

FROM: _____

PURPOSE: _____
and
NAME OF
PROJECT: _____

My need is for a maximum of _____ gallons per minute
and a maximum of _____ gallons per day
Fire flow _____ gallons per minute
Number of taps _____
Tap sizes _____

LOCATION: _____

PIN NUMBER: _____

Enclosed herewith is my check for \$300.00 and attached sketch plan meeting your requirements for you to process my water availability request. I realize that this is a non-refundable fee to cover the costs of various field studies and staff time required to process my application and cannot be used as a credit against any other cost I may incur.

I anticipate needing the water for the above state purpose on: _____
(date)

I can be reached at the following daytime telephone number: _____

Submitted by: _____

Signature

Email Address

SKETCH PLAN REQUIREMENTS

- 1) Location map at a scale of not less than 1" = 2000'.
- 2) PIN Number.
- 3) Sketch plan of proposed development at a scale of not less than 1" = 200'.
- 4) Proposed road right-of-way.
- 5) Proposed water and/or sewer lines.
- 6) Adjacent road names. S.R. numbers and distance to nearest intersection.
- 7) Contour interval of not less than ten feet.
- 8) If water request for commercial/industrial/institutional use, a calculation sheet(s), showing how peak, average, and irrigation demands were obtained.
- 9) If water request is for fire protection system, submit gallons per minute required for fire flow.

PROCEDURES FOR OBTAINING SERVICE OR THE EXTENDING OF WATER LINES

Stage I. Availability Request from Developer or his representative to the Water Resources Department:

- A.) Submittal of request, fee (\$312.00) and sketch plan to the Water Resources Department (Telephone number 828-259-5403).
- B.) Water Resources Department study and recommendation to Water Maintenance Division.
- C.) City of Asheville approval and issuance of a Letter of Commitment.
- D.) *Submission of waterline extension plans to the Engineering Services Manager's Office within one (1) year of the date of the Letter of Commitment*

Stage II. Project Submittal from N.C. Licensed Engineer to the Water Resources Department:

1: Preliminary Submittal:

- A.) Submittal of plan review fee to Water Resources Department, \$468.00 for projects that do not include water storage tanks and/or booster pump stations OR \$936.00 for projects that include water storage tanks and/or booster pump stations.
- B.) Submittal of 2 sets of plans and project data sheets to the Water Resources Department.
- C.) Water Resources Department's review and comments to the Engineer and Developer.

2: Final Submittal:

- D.) Submittal of 5 sets of revised plans and 3 sets of applications to the Water Resources Department. When applicable 5 sets of revised plans, 5 sets of NCDOT encroachment agreement application and 5 copies of 8 ½ " x 11 " State Road location map.
- E.) Water Resources Department's final review and transmittal to agencies.

Stage III. Other Agency Approval Stage - (As Required):

The Engineer of record shall be responsible to secure all other required permits with applicable fees through the appropriate permitting agency. These permits include, but are not limited to:

- A.) North Carolina Department of Environment and Natural Resources, Division of Environmental Health. (private waterline extension)
- B.) Corps of Engineers - Water - Stream and River Crossings.
- C.) Federal Emergency Management Agency - Designated Flood Plain Construction.
- D.) Railway Encroachments or Easements - Water.
- E.) City of Asheville - Engineering Department for Street Cut Permit.
- F.) Private Easements -Obtained For Water Extensions.

Stage IV. Construction:

- A.) Developer/Engineer receives notification of plan approval.
- B.) Developer notifies the Water Resources Department in writing ten days prior to his/her desire to conduct the mandatory pre-construction meeting. A preconstruction meeting is held with the contractor, engineer, and developer, where documentation of required agency approvals are submitted.

- C.) It is the responsibility of the engineer of record to notify all utility companies of the pre-conference date and supply them with appropriate construction plans. A representative from each utility company is requested to be at the meeting. All agencies are notified of the construction date by the engineer of record including North Carolina One Call (1-800-632-4949)
- D.) Contractor notifies Water Resources Department two days prior to desired date to begin construction.
- E.) Contractor begins work under the inspection of the Water Resources Department's construction inspector and other agencies as required.
- F.) Waterline extensions are pressure tested and disinfected. Water analysis sample taken.
- G.) Entire project is inspected by the Water Resources Department's construction inspector and other agencies as required.
- H.) Punch list of items to be corrected by the contractor.
- I.) Contractor make all corrections.
- J.) Final inspection is made by Water Resources Department's construction inspector and other agencies as required.
- K.) Acceptance of the construction by the Water Resources Department's construction inspector and other agencies as required.

Stage V

Close-Out Submittals to be Delivered to the Water Resources Department:

- A.) Reproducible paper and digital as-built record drawings, signed, sealed and dated by a North Carolina licensed engineer.
- B.) Copies of recorded deeded easements and plats of the extensions referencing the "As-Built" Drawings on file in the Engineering Services Manager's Office.
- C.) Private easements are transferred to the City of Asheville and recorded.
- D.) Engineer's Certification Statement.
- E.) Contractor's Certification Statement.
- F.) Developer's Certification Statement.
- G.) Acceptance of the extensions.

All required steps must be accomplished prior to the acceptance of the projects extensions of public water system. Until the Water Resources Department has received all required documents and final inspection has been performed and approved, meters cannot be released and service cannot be provided.

If you have any questions concerning the process or requirements, please contact the City of Asheville Water Resources Department at (828) 259-5403.